

THE FEDERATION OF NETTLESTONE & NEWCHURCH PRIMARY SCHOOLS



CHARGING & REMISSIONS POLICY

Date Agreed: July 2017

Review Date: July 2018

DMF Botlett

Signed: _____

Chairman Board of Governors

The Federation of Nettlestone & Newchurch Primary Schools

Revision No.	Date Issued	Prepared By	Approved	Comments
1	July 2016	DJR	FGB	Policy drafted
2	July 2017	DJR	FGB	Revision of Policy to add reference to musical instrument hire scheme.

All the governors and staff at the Federation of Nettlestone & Newchurch Primary Schools are committed to sharing a common objective to help keep the children and staff of the Federation safe. We ensure that consistent effective safeguarding procedures are in place in order to support families, children and staff of the Federation.

1. Policy

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities.

2. Voluntary Contributions

When additional enrichment activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

3. Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities in school hours: Charges may be made for the board and lodging element of residential activities that take place during school hours e.g. annual school journeys.

Activities out of school hours: A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held at lunch time or after school.

Clubs: A set termly charge will be made for all after-school clubs which will be used to offset expenditure incurred by these clubs.

Music Tuition: Charges for music tuition delivered by peripatetic teachers are invoiced directly from the teacher to the parents. The school is not involved in the collection or holding of payments.

The school offers a musical instrument hire scheme. Parents may be asked to cover the cost of minor repairs to loaned instrument and case, and such items that need replacement on account of wear and tear or misuse.

Parents/Guardians will also be expected to pay, in full, any examination fees and transport children to the examination centre, or to lessons elsewhere, at their own expense.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design.

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

4. Remissions

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Headteacher.

The Pupil Premium may be used in part, to support pupils who are entitled to Ever 6, Free School Meals, are a Service Family or who are in Local Authority Care, and will be used to benefit pupils, e.g. uniform, school trips, resources. The School are flexible to use Pupil Premium according to need.